



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
SPECIAL DEVELOPMENT PERMIT

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

This type of application is required if you wish to exceed the maximum allowed height, floor area ratio, or lot coverage due to the size of your lot or the size or height of existing houses in your neighborhood.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for a Special Development Permit application to be accepted for review:

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| 1. Completed application form |
| 2. Three sets of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below). |
| 3. Radius map and mailing labels for properties within a 300-foot radius (see separate handout) |
| 4. Application fee |
| 5. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional) |

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following findings must be made:

1. The house is compatible with existing houses in the neighborhood and consistent with the prevailing neighborhood character.
2. The house is reasonably consistent in scale and proportion to existing houses in the neighborhood.
3. The house does not unnecessarily or unreasonably encroach upon neighboring properties or structures in a visual or aesthetic manner through its size, location, orientation, setbacks, or height.
4. The house does not impose unnecessary or unreasonable detrimental impacts on neighboring properties or structures, including but not limited to impacts related to light and glare, sunlight exposure, air circulation, privacy, scenic views, or aesthetics.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.